



# **Addendum to OCN NI Guidance for Exceptional Arrangements 2021**

**Valid from March 2021**

This document supports the OCN NI Guidance for Exceptional Arrangements – Assessing and Grading Essential Skills Qualifications with External Assessments 2021. As mentioned in said Guidance, which was distributed to all centres on 24<sup>th</sup> February 2021, the workbook is an externally set, internally moderated summative assessment which is required to be completed as per regulation. This should be presented unseen, and candidates are required to complete this unassisted. Whilst it is a controlled assessment, it can be performed in a more relaxed environment. Centres will have access to two workbooks per level, however, should a candidate successfully achieve one workbook, they are not required to complete a second.

**Please note that arrangements for Reasonable Adjustments and Special Consideration continue through VCRF and the restrictions surrounding the use of scribe/reader remain valid during this period.**

### **Step by Step Guidance on the Process for Awarding**

1. Register candidates at level determined by initial assessment
2. When candidates have been deemed achievement ready, log into QuartzWeb and order a workbook for each candidate (see Appendix 1). When prompted to enter a date, please enter 31/08/2021
3. Check your email for a Dropbox link to the workbooks ordered
4. Print the number of workbooks required for candidates and provide to tutor/teacher for distribution
5. Print/email markscheme for paper and provide to tutor/teacher
6. Once workbook is complete, ensure it has been Internally Verified and signed off by candidate, tutor/teacher and IV, and list of formative evidence has been included on final page
7. Complete ES CDG Form and send to [essentialskills@ocnni.org.uk](mailto:essentialskills@ocnni.org.uk) ensuring all cells are complete (incomplete forms will be rejected)
8. Upload CDG results to QuartzWeb (see Appendix 2)
9. Ensure Head of Centre Declaration has been completed and returned to [compliance@ocnni.org.uk](mailto:compliance@ocnni.org.uk)
10. Ensure all evidence supporting award is held in centre in preparation for External Verification by OCN NI

## **Appendix 1**

### **How to order workbooks**

1. Login to QuartzWeb
2. Click on the Run ID you wish to order workbooks against
3. Click 'Results' then 'Assessment Scheduling'
4. Select the learners you are ordering workbooks for or, click 'Check All' if all learners on the run are deemed ready to sit the workbook
5. Click 'Submit' then 'Confirm'

## Appendix 2

### How to upload Essential Skills results guidance

1. Login to QuartzWeb
2. Click on 'Actions', then 'Your Runs'
3. Select the Run ID related to the learner/s whose results you wish to upload
4. Click on 'Results' then 'E-results Submission Forms'
5. Generate Marksheet
6. Upload learner results to this spreadsheet using the terminology designed for these exceptional arrangements i.e. CDG Achieved or CDG Not Achieved
7. Save to your Desktop/designated folder on your PC. It is vitally important that you **do not** amend the name of this marksheet
8. Click on 'Actions' then 'E-results Submission'
9. Click on 'Browse' then upload the marksheet that you have just saved
10. Click 'Submit' then 'Confirm'

## Essential Skills Head of Centre Declaration

**This should be signed and submitted to OCN NI by emailing [compliance@ocnni.org.uk](mailto:compliance@ocnni.org.uk)  
ES CDG results cannot be processed until this has been submitted to OCN NI.**

Head of Centre Name: \_\_\_\_\_

Name of Centre: \_\_\_\_\_

I confirm that these Centre Determined Grades for Learners are accurate and represent the professional Centre Determined Grades made by my staff and based on reliable sources of evidence provided by each Learner. Having reviewed the relevant processes and data, I understand that OCN NI will conduct external monitoring and sampling of submissions. I am confident that they honestly and fairly represent an internal quality assured process as outlined in OCN NI's guidance, and they have not been disclosed to either the candidate or their parent/guardian/carer. If the profile of results submitted is substantially different from what might be expected based on my centre's results in the previous two years, where available, and the prior attainment of this year's Learners, I understand that we may be asked to clarify the results for my centre and that they may be adjusted to bring them into line with overall standards.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_